



**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

November 6, 2015

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2016-19

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Holiday Processing for November 2015

Attached is the calendar detailing the November 2015 processing schedule for LaGov HCM. It is imperative to note which holidays are on the LaGov HCM holiday calendar and which are not. Remember, holidays that do not appear on the LaGov HCM holiday calendar are not processed automatically.

Listed below is additional information that will clarify any concerns on processing and/or mailing of off-cycle and regular payroll checks, and transmission of direct deposit payments, during this holiday period:

- November 13, 2015 payday direct deposits will be transmitted on **Tuesday, November 10, 2015** with a November 13, 2015 settlement date.
- Reversal requests for November 13, 2015 payday should be sent to OSUP as early as possible but no later than 2:30 p.m. on **Tuesday, November 10, 2015** in order for bank reversals to be processed that day. LaGov HCM reversals and off-cycles will be processed on **Thursday, November 12, 2015**.
- Off-cycle will be closed **Wednesday, November 11, 2015** and reopen **Thursday, November 12, 2015**.
- November 27, 2015 payday direct deposits will be transmitted on **Tuesday, November 24, 2015** with a November 27, 2015 settlement date.
- Reversal requests for November 27, 2015 payday should be sent to OSUP as early as possible but no later than 2:30 p.m. on **Tuesday, November 24, 2015**. LaGov HCM Reversals will be processed on **Wednesday, November 25, 2015** and agencies must run an off-cycle by 4:00 p.m. in order for employees to be paid by payday. **Any reversal requests received after 2:30 p.m. on Tuesday, November 24, 2015 for November 27, 2015 payday will not be reversed in LaGov until December 9, 2015 due to office closures.**

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- November 27, 2015 payday payroll checks will be mailed by November 25, 2015.
- Off-cycle will close at 4:00 p.m. on Wednesday, November 25, 2015 and OSUP will transmit off-cycle direct deposits and mail out off-cycle checks before leaving for the day. Off-cycle will remain closed until the morning of Monday, November 30, 2015.
- Requests for reversals for pay periods 25 2015 and prior must be sent to OSUP by December 09, 2015. Requests received after this day will not be processed until after the 2015 W-2s have been completed.

OSUP will issue a future memorandum detailing the holiday processing schedule for December 2015.

Any questions on the processing and/or mailing of employees' direct deposits and checks should be directed to OSUP at (225) 342-0713. If you encounter a particular holiday-related scenario that you are not sure how to code on a time record, please contact the [LaGov HCM Help Desk](#).

APH:BPB/par

Attachment: [November 2015 LaGov HCM Holiday Processing Calendar](#)